

11 May 1981

MEMORANDUM FOR: Chief of Operations, PTAS, OS  
STAT FROM: [REDACTED]  
Chief, Security Staff, OL  
SUBJECT: Contractors Secrecy and Security Agreement  
(Form 4177)

Curt:

Attached are sample copies of the Memoranda and letters we discussed at the April '81 Industrial Security Officers (ISO) meeting.

The 2 April '81 Memo provided the ISOs with background information concerning the requirement for the Contractors Secrecy and Security Agreement (Form 4177).

The 11 May '81 Memo formally redelegated Contracting Officer authority to the individual ISOs, in order that they could execute the new Form 4177 when opening new contractor facilities. A sample copy of the Form 4177 and instruction on the procedure to be followed was also provided.

The 31 March '81 letter is a sample of the letter sent by me to those contractors who are currently approved to handle classified work. (A similar letter was also sent our Association classified SC-I contractors). Enclosed with the letter were two copies of Form 4177 for execution by the contractor.

The letter and appropriate Form 4177 went out to [REDACTED] contractors. So far, about 20% have executed and returned the Agreement as we requested.

STAT

Give me a call should you need any additional information on this matter.

STAT

Att

Note: Your name was inadvertently typed on the Memo, please disregard.

2 April 1981

STAT MEMORANDUM FOR: 150 [redacted]  
STAT FROM: [redacted]  
Chief, Security Staff, OL  
SUBJECT: Contractors Secrecy and Security Agreement

STAT 1. As you are aware, we recently completed issuance to our contractors the revised edition of "Standard Security Procedures for Contractors". Also, [redacted] was sent a number of additional copies for issuance as required.

2. In connection with this issuance, the Director of Logistics requested we develop a means by which all future revisions to the manual could be effected automatically and thereby obviate the need to amend each contract under performance.

3. It was decided that the Contractors Secrecy and Security Agreement was the best vehicle for accomplishing this. The Form 4177 has been modeled on a similar DOD Agreement, but also incorporates language from the old Contractors Secrecy and Security Agreement - Form 2270. In addition to specifying Contractor adherence to the "Standard Security Procedures for Contractors", the new Form 4177 requires Contractor agreement to implement and comply with Sensitive Compartmented Information (SCI) procedures and requirements when applicable.

4. Instructions for the proper execution of the Contractors Secrecy and Security Agreement are contained in paragraph 3 of my memorandum redelegating Contracting Officer Authority to you. A sample Form 4177 has been included to assist you in preparing the Agreement. Please note that Form 4177 to be executed by [redacted] contractors will be classified (per the sample) and signed in alias. Contractors approved [redacted] will only need to execute the Form 4177 prepared in true name. In all instances, two copies will be prepared, one for retention by the Contractor and the second will be returned to OL/SS for recording and file. You will be advised when implementation will be effected for new contractors.

STAT

STAT 5. This Staff has initiated a request for an alias for the ISOs assigned to OL/SS [redacted] ISOs assigned to Contract Teams should initiate a similar request through their respective components. When received, you are requested to advise this Staff of the alias assigned to you.

SUBJECT: Contractors Secrecy and Security Agreement

6. The Form 4177 is to be considered by you as a contractual document. Should you or a contractor have any questions on the provisions of the Agreement they should be addressed in writing to this Staff in order that a reply can be prepared.

STAT



Att

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ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date	
1. <u>DDIPTAS</u>			
2.			
3.			
4.			
5.	Action	File	Note and Return
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

Dick - My recollection is  
I mentioned at one  
of B.I.I.K's 0835 meetings  
some weeks ago -  
① The main improvement in  
new contract agreement (Form 4111)  
is that the contractor will be  
bound by all present or A  
industrial security req +  
procedures) and those  
DO NOT use this form as a RECORD. for approvals, clearances, and similar actions  
disposals, for approvals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) (000) Room No.—Bldg.

Phone No.

Evert

OPTIONAL FORM 41 (Rev. 7-76)

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Changes which may be required in the future-  
The arrangement prohibits bony to have a Contract  
Amendment every time  
a new <sup>sum</sup> procedure etc  
comes up. For example  
it would automatically  
include the new  
Physical Security Standards  
developed under DODX  
which will soon be  
published to cover  
the System - ~~etc~~

The new agreement  
includes both Collateral  
of SCI Security policy.

- The new agreement  
does not alter agreed  
upon status of the Contract  
i.e.:  etc -

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Contractors Secrecy and Security Agreement (Form 4177)

FROM:

Chief, Security Staff, OL

EXTENSION

NO.

DATE

11 May 1981

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/OPS/PTAS/OS

12 MAY

Other

2.

DD/PTAS

5/22 b/w

Cust: sorry for being a pain but

3.

C/OPS/PTAS

26 MAY

CIA

IS D/ SECURITY AWARE

4.

DD/PTAS -

5/28 b/w

OF THIS CHANGE AND HAS IT  
BEEN WIDELY ANNOUNCED

5.

DD/S. - PMS

5/31/81

DR

6.

DD/PTAS

b/w

P.S. CONTRACTS ARE

7.

C/OPS/PTAS

2 JUN 1981

b/w

CLASSIFIED OF COURSE BUT  
WHAT ELSE DOES IT MEAN

8.

C/OPS/PTAS

3 JUN 1981

b/w

STAT

9.

C/OPS/PTAS

3 JUN 1981

b/w

STAT

10.

C/OPS/PTAS

3 JUN 1981

b/w

STAT

11.

12.

13.

14.

15.